

**Humanities and Social Sciences Inter-Club Council
Associated Students, Inc.**

California State University, Fullerton

Constitution & Bylaws



**Approved by the General Council of the
Humanities and Social Sciences Inter-Club Council**



We, the members of the Humanities and Social Sciences Inter-Club Council (H&SS ICC), an Associated Students, Inc. (ASI) funding council, establish these bylaws to facilitate communication amongst the various departments and programs associated with the College of Humanities and Social Sciences of California State University, Fullerton, by providing a forum wherein the ideas, feelings and concerns of the students of this educational institution can be voiced. Any and all concerns not addressed in these bylaws shall adhere to the policies in the ASI Financial Handbook for Student Leaders.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be " The Humanities and Social Sciences Inter-Club Council (H&SS ICC) at California State University, Fullerton."

Section 2. The purpose of this organization is to control the channeling of ASI funds allocated to the separate Council Representatives and to serve as an instrument of student opinion in all matters pertaining to the students, faculty, and/or University, and provides a forum that enhances students' university experience.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 4. There shall be two types of membership in the organization: Non-voting and Voting.

Section 5. Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

Clause 1. Non-voting members of the council include the Executive Board, which consists of the ASI Liaisons, the H&SS ICC Chair, Vice Chair/Treasurer, Director of Administration, Housing Liaison, Director of Public Relations, Social Justice Facilitator, Graduate Assistant, and Advisor.

Clause 2. Voting members of the council include all of the Council Representatives (CRs)

Subclause 1. Eligible Cal State Fullerton students who are chosen to represent their respective club shall be referred to as Council Representatives (CRs).

Clause 3. Council Representatives are made up exclusively of those who are affiliated with the College of Humanities and Social Sciences.

Subclause 1. Affiliation means that a student has made a formal declaration according to the CSUF Registrar's record. This requires that any prospective H&SS ICC member be a declared major or minor within the College of Humanities and Social Sciences, which the Council Representatives (CR) is affiliated.

Subclause 2. It is the responsibility of the prospective representative's respective Advisor to confirm the declaration of major or minor for HSS ICC representatives.

Clause 4. A completed registration packet must be turned in to the H&SS ICC Director of Administration within the first two meetings of **each** semester.

Subclause 1. The registration checklist is to be posted by the Executive Board on the HSS ICC Website and communicated through e-mail.

Clause 5. All matriculated students are eligible to serve as Council Representative (CR).

Section 6. Any organization registered whose members are at least 75% H&SS students may have representation on the H&SS ICC.

Clause 1. CR's are the liaison between their organization, the H&SS ICC, and vice versa. As such, it is their responsibility to inform both parties of any stipulations, policy & bylaw requirements, events, and changes in either organization.

Clause 2. CR's must ensure that their organization is registered each academic year with Student Life and Leadership for university recognition.

Clause 3. The Council adheres to the definition of department, major, and program as outlined in the CSUF Catalog.

Clause 4. Graduate and undergraduate students can participate in the H&SS ICC as voting representatives.

Clause 5. There may be only one voting member per organization.

Subclause 1. The organization may elect two alternate representatives to perform the duties of the voting representative when deemed necessary.

Clause 6. Potential organizations who have not been registered for the H&SS ICC in the last semester must give a presentation to the general council explaining how they will uphold the values of the college and what they will contribute to the council.

Subclause 1. Organizations must be voted in by two-thirds ($\frac{2}{3}$) of voting members.

Section 7. Any member may be suspended or expelled from the organization for conduct by which they willfully misrepresented information used to render decisions on financial matters and/or for failing to fulfill the conditions for funding, and/or for failing to meet required attendance policies set in Article II, Section 7 of this constitution. The offense must be in writing and submitted by a club member. **After the offense is**

submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before their peers at a regular meeting and the offending member may be suspended or expelled by a $(\frac{2}{3})$ affirmative vote of the voting members present.

Clause 1. Expulsions or suspensions can take place only after the review of the council for this purpose and requires a two-thirds $(\frac{2}{3})$ vote.

Clause 2. CR's who are expelled or suspended are reinstated by a two-thirds $(\frac{2}{3})$ vote of the council after the fulfillment of any council stipulations.

Section 8. Attendance and Representation

Clause 1. Any representative's first, second, and third absences will be noted in the meeting minutes. At the third absence, organization presidents and Advisors will be contacted explaining the representative's absences and the potential consequences. The student organization whose representatives miss four (4) meetings or more per semester will be immediately suspended.

Subclause 1. Their suspension will take effect immediately and will remain in place until the conclusion of the following academic year. The suspension will remain unless an appeal is made.

Subclause 2. Upon suspension, all unspent funds allocated to any Council Representative are reverted to the respective budget line items by a majority vote of the council.

Subclause 3. An appeal may be made one time per semester.

Subclause 4. An appeal may be made by the suspended representative/organization giving a presentation to the council. The presentation must provide an adequate explanation for the organization's infraction(s). The appeal may be approved after the council votes with a two-thirds $(\frac{2}{3})$ vote at the conclusion of the presentation.

Clause 2. Any representative failing to appear at a meeting by roll call will be considered tardy. Three (3) tardies are equal to one (1) absence.

Clause 3. Any representative scheduled to review a proposal with the Vice Chair/Treasurer, who fails to appear and does not give a prior notification of absence, will be considered tardy.

Clause 4. Suspension of a Council Representatives automatically reduces quorum.

Clause 5. Student organizations whose representatives are elected to the Executive Board for the H&SS ICC will have a three (3) week grace period, without attendance penalty, to find a new representative.

Clause 6. Participation in an official, recognized event for H&SS Week and H&SS Week Club Resource Fair is mandatory for all registered organizations within the council.

Subclause 1. Each student organization is required to host one official event during H&SS week. This event can be an individual event or a collaborative event with another organization on the council.

Subclause 2. Absence during the H&SS Week Club Resource Fair and/or the lack of an officially recognized club-sponsored event will result in a suspension.

Subclause 3. Following the same procedure articulated above in Clause 1, Subclause 4, the council may lift this suspension.

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President (Chair), Vice Chair/(Treasurer), Director of Administration, Director of Public Relations, and Social Justice Facilitator. The term of office will be one year beginning June 1st.

Clause 1. Executive Board members do not have the right to vote.

Clause 2. Executive Board members cannot serve as primary or alternate club representatives (i.e. Council Representatives).

Clause 3. Executive Board members do have the right to speak and make motions.

Section 2. Powers and Duties of Officers:

Clause 1. The President (Chair) shall preside at all meetings of the council. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. They have further powers and duties as prescribed by the council.

Subclause 1. The Chair can call special meetings.

Subclause 2. The Chair has check-writing authority.

Subclause 3. The Chair must announce all special meetings, forty-eight (48) hours.

Subclause 4. The Chair must provide reasonable notice of changes in meeting time and location and everyone must be able to receive the notice in time to arrange their schedules to attend the meeting.

Subclause 5. The Chair can appoint committees as deemed necessary.

Subclause 6. The Chair or designee shall fulfill all ASI obligations and guidelines.

Subclause 6.1. The Chair or designee must attend ASI Executive Senate meetings.

Subclause 6.2 The Chair or designee must make sure that someone attends Board of Director meetings **twice** a semester as directed by ASI.

Subclause 7. The Chair is responsible for distributing minutes, agenda, and all relevant documents to the council seventy-two (72) hours before the council meeting.

Clause 2. **The Vice Chair/Treasurer handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Vice Chair/Treasurer, Chair and Advisor.** All disbursements require a majority vote approval of the council.

Subclause 1. The Vice Chair/Treasurer presides at the council meetings in the absence of the Chair. They perform all duties assigned by the Chair. They notify all members of council meetings.

Subclause 2. The Vice Chair/Treasurer meets with H&SS ICC representatives to review and approve funding proposals. Proposals are reviewed to make sure that the funds requested are from the proper line item, and to make sure that all required documentation is included with the proposal.

Subclause 3. The Vice Chair/Treasurer gives a financial report at each council meeting.

Subclause 4. The Vice Chair/Treasurer has check-writing authority.

Subclause 5. The Vice Chair/Treasurer submits a quarterly financial report to the ASI Board of Directors.

Subclause 6. The Vice Chair/Treasurer consults with the Chair on the budget proposal for the next year.

Subclause 7. The Vice Chair/Treasurer fulfills all ASI obligations and guidelines.

Clause 3. The Director of Administration takes minutes at all meetings of the council, files minutes and submits required documents to the Chair for distribution. They are responsible for all council correspondence and keep copies of all correspondence on file. They act as the H&SS ICC historian and maintain all records of the council.

Subclause 1. The Director of Administration attends meetings, records minutes, and submits them to the council for approval.

- Subclause 2.** The Director of Administration collects all Registration Packets.
 - Subclause 3.** The Director of Administration keeps an accurate list of registered representatives.
 - Subclause 4.** The Director of Administration reports and records attendance as well as vote counts on all proposals at each meeting.
 - Subclause 4.1** Quorum is established prior to each vote.
 - Subclause 5.** The Director of Administration maintains weekly agendas and minutes and sends them to the Chair for dispersal.
 - Subclause 6.** The Director of Administration collects records of all proposals, meetings, agendas, voting record sheets, and handouts for council meetings.
 - Subclause 7.** The Director of Administration assists the Chair in contacting H&SS ICC representatives for specially called meetings.
 - Subclause 8.** The Director of Administration will present proposals for funding requests on behalf of H&SS students who are not affiliated with a department or program in the council. Funding requests are limited to funding from line item 8077 (Travel) for individual students.
- Clause 4.** The Director of Public Relations oversees the council’s social media account(s). They are responsible for posting and promoting the council
- Subclause 1.** The Director of Public Relations shall create flyer for any workshops and/or events the council may host.
 - Subclause 2.** The Director of Public Relations shall promote the council and organizations that sit within the council.
- Clause 5.** The Social Justice Facilitator serves as a link and resource for students and organizations interested in diversity and social justice issues.
- Subclause 1.** The Social Justice Facilitator shall raise issues of diversity and social justice among the council/college.
 - Subclause 2.** The Social Justice Facilitator shall promote awareness through new initiatives, and highly encourage council representatives to participate and/or help with any initiatives that they want to.
 - Subclause 3.** The Social Justice Facilitator shall provide educational resources, and hosts conversations relating to systematic discrimination throughout the college.
 - Subclause 4.** The Social Justice Facilitator shall attend the Social Justice Equity Commission meetings.
 - Subclause 4.1.** If unable to attend then they may appoint a designee from the executive board to attend Social Justice Equity Commission meetings, and be able to report back to the

council on what the commission is doing and any other ongoing ASI issues that they believe the council should be aware of.

Section 3. Officer qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.**
- c. Officers must be in good standing and must not be on probation of any kind.**
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

Section 4. In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for a vacated Executive Board position.

Section 5. Executive Board financial leadership awards:

- Clause 1.** Financial leadership awards for the Chair and Vice Chair/Treasurer position are assigned and approved by the Associated Students, Incorporated (ASI) Board of Directors at California State University, Fullerton.
- Clause 2.** As of Spring 2016, the ASI Board of Directors approved a measure to appropriate funding to all ASI funding councils for the creation of additional leadership roles within each council. Each award may not exceed one thousand (\$1,000) dollars and may not be less than two hundred and fifty (\$250) dollars.
- Clause 3.** Each financial leadership award that is awarded to each additional position will be divided in half and each half shall be dispersed at the start of each semester within the academic year.
- Clause 4.** The financial leadership award for the Director of Administration shall be one thousand (\$1,000) dollars.
- Clause 5.** Voting members of the Humanities & Social Sciences Inter-Club Council may petition to change financial award amounts for the purposes of including additional positions or adjusting leadership responsibilities by a two thirds leadership $\left(\frac{2}{3}\right)$ vote.

- Subclause 1.** A petition requires the same number of signatures as the number of representatives required for quorum.
- Subclause 2.** Upon receiving a mandate by the council in the form of a petition, the council leadership will add the proposed financial leadership award adjustment to the agenda.
- Subclause 3.** Voting members may only propose financial leadership award adjustments during the fall semester. Approved award adjustments will take effect until the following academic year after June 30th.

ARTICLE IV. MEETINGS

Section 1. Regular H&SS ICC meetings are scheduled at 11:00 a.m to 1:00 p.m., every Friday during the academic year, beginning the second week of classes.

Clause 1. No official business is conducted at the first meeting of each semester.

Section 2. Special meetings are called by the Chair. H&SS ICC representatives may also call a special meeting by submitting a petition signed by one-third ($\frac{1}{3}$) of the Council. The Chair then calls the meeting within forty-eight (48) hours of receiving the petition.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership. New and suspended members shall automatically adjust quorum.

Section 4. Meetings are open to everyone on the California State University, Fullerton campus and the general public. Non-members cannot make motions or vote, but may speak during the “public speakers” portion of the agenda.

Clause 1. Public Speakers must be present at the beginning of the meeting (11:00am).

Clause 2. Public Speakers are granted 10 minutes of speaking time.

Subclause 1. Speaking time may be extended or reduced at the discretion of the Chair.

Section 5. The general format for all H&SS ICC general and committee meetings are as follows:

1. Call to Order
2. Roll Call
3. Approval of previous meeting's minutes
4. Approval of the agenda
5. Public speakers
6. Budget Update
7. Reports given by the Chair, Vice Chair/Treasurer, Director of Administration, H&SS Housing Liaison, Director of Public Relations, Social Justice Facilitator, Graduate Assistant, H&SS ICC Advisor, and the ASI Board of Directors Liaisons
8. H&SS Week Committee

9. Old business
10. New business
11. Sign up for next week's agenda
12. Announcements
13. Adjournment

ARTICLE V. ELECTIONS

Section 1. Officers are elected once an academic year. **Elections are held** at the end of each academic year for the following year's term.

- Clause 1.** Annual nominations open at the meeting three weeks prior to voting.
- Clause 2.** Public notice of the nomination process is posted one week in advance (four (4) weeks prior to voting).
- Clause 3.** Voting takes place the first week in April of the spring semester.
- Clause 4.** The Council hears arguments for and against nominees.
- Clause 5.** All nominees are required to leave the meeting room during discussion of their candidacy.

Section 2. At least one week's notice will be provided for any meeting at which an election is held.

Section 3. The voting period will be open for at least one meeting.

Section 4. Votes will be cast by roll call, with the nominee present or absent at their discretion **and counted** by the Director of Administration.

Section 5. Results of elections must be noted in the minutes and made available to the student organization members no later than 1 week post-election.

- Clause 1.** A candidate must receive at least $\left(\frac{2}{3}\right)$ of the votes or if necessary runoff elections will be held.

Section 6. Petition by $\left(\frac{1}{3}\right)$ of the total number of members **is cause for a recall election.** The offense must be stated in writing and submitted by a member. After the offense is submitted to the council, the offending Executive Board member has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." **Recall requires an affirmative vote** of $\left(\frac{2}{3}\right)$ of the total **voting memberships.**

- Clause 1.** A special election is then held within two weeks and the elected Executive Board member(s) take office immediately. A newly elected Executive Board member's term expires on June 30.

Section 7. If the Chair, Vice Chair/Treasurer, and Director of Administration positions are vacant, a special election must occur within three (3) regular meetings following the vacancy.

- Clause 1.** If the Chair position is vacant, the Vice Chair/Treasurer assumes responsibilities temporarily until elections are held.
- Clause 2.** If the Vice Chair/Treasurer position is vacant, the Chair appoints a Vice Chair/Treasurer to assume responsibilities temporarily until elections are held.
- Clause 3.** If the Director of Administration position is vacant the Chair (elected or interim) appoints a Director of Administration to assume responsibilities temporarily until elections are held.
- Clause 4.** In the event of a simultaneous vacancy, the council elects a new Chair, Vice Chair/Treasurer, and Director of Administration.

ARTICLE VI. ADVISORS

- Section 1.** Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office which includes trainings assigned by the Office of Student Life & Leadership.
- Section 2.** Any non-auxiliary employee on a minimum half time basis employed by California State University, Fullerton can serve as a non-voting advisor to this council.
- Section 3.** The advisor(s) will serve a term of one academic year and is selected during re-registration of the council **pending approval by the Office of Student Life & Leadership.**
- Section 4.** The advisor(s) may be removed by a $\frac{2}{3}$ vote of the membership at a regularly scheduled council meeting **or at the discretion of the University.**
- Section 5.** A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this council to assist the advisor(s) and the council.

ARTICLE VII. DUES

- Section 1.** This council does not accept membership fees. Funding and resources is provided by Associated Students, Incorporated at California State University, Fullerton and/or by student organized fundraising.
- Section 2.** **All money must be deposited into an Associated Students, Incorporated Accounting Office agency account.**

ARTICLE VIII. MEMBER FUNDING PROCEDURES

- Section 1.** General funding procedures.
- Clause 1.** The H&SS ICC does not fund events that exclude any California State University, Fullerton students.
- Clause 2.** Funding requests must further the academic mission of the Department/Program and University.

Clause 3. Upon receiving the H&SS ICC's academic year's budget, the Vice Chair/Treasurer will split it into two equal halves. The first half will only be used for the Fall semester and the second half will only be used for the Spring semester.

Subclause 1. Requests for funding for Spring semester events may be taken from the Fall budget when deemed necessary by the Executive Board and General Council. If deemed necessary, the request must pass by majority vote. _____

Clause 4. The order by which proposals will be heard at each meeting will reflect the amount and time each proposal packet is submitted every Tuesday prior to the Friday proposal date.

Subclause 1. Proposals will be presented in the order that they are submitted and any club that has received 10% from line item 8074, contract fees and rentals, per semester will automatically be moved to the back of the order.

Clause 5. Funding requests must include one (1) letter of recommendation with (wet or electronic) signatures from the Department Chair/Program Director and the Faculty Advisor. In the event that these two positions are occupied by the same person, one (1) letter will suffice.

Subclause 1. This letter may be presented as one (1) letter with both signatures or separate letters with signatures.

Clause 6. Funding requests must be approved by the Vice Chair/Treasurer.

Clause 7. Funding requests need a majority vote to pass.

Clause 8. Funded projects and events must acknowledge the financial support of the H&SS ICC and ASI in any visual, verbal, audio, and written marketing materials, ranging from, but not limited to, printed media (posters, flyers, etc), announcements, and any other promotional platforms.

Clause 9. All paperwork is due no later than fourteen (14) business days after the conclusion of the event or no funding will be received. An extension may be granted at the discretion of the Executive Board, by majority vote.

Section 2. General procedures for Line Item 8074 - Contracts, Fees & Rentals

Clause 1. No retroactive funding requests may be made for line item 8074.

Clause 2. The H&SS ICC does not fund off campus advertisement or newspaper advertisement, including the Daily Titan, per ASI policy.

Clause 3. Printed materials must follow ASI and California State University, Fullerton printing policies.

Clause 4. For requests over \$5,000, the organization requesting those funds must first give a presentation three (3) general meetings before the proposal packet is submitted . This presentation must include an explanation of the cost, a breakdown of proposed expenses and whether or not outside sources of funding will be sought, in addition to the regular requirements for 8074 proposals.

Clause 5. No one organization can request funds exceeding 10% of the total allocated budget for the semester.

Subclause 1. Under extenuating circumstances this bylaw may be overridden by $\left(\frac{2}{3}\right)$ vote.

Clause 6. Publication Guidelines

Subclause 1. Funding requests for publications must be student-initiated, written by and for students, and their content must be related to the mission of the Department or Program.

Subclause 2. Funding requests must include three (3) itemized estimates and a previously printed publication (if applicable) or examples of submission articles.

Subclause 3. The H&SS ICC will pay no more than \$500.00 per Department/Program newsletter for each semester.

Subclause 4. The content of the newsletter must adhere to ASI and California State University, Fullerton policy.

Subclause 5. Funding requests may include cost for printing, typesetting, binding and publicity.

Subclause 6. Funding requests must include a timeline.

Clause 7. Speakers (Lectures), Film or Lecture Series, and Symposia Guidelines.

Subclause 1. The H&SS ICC does not fund events that function as a class, a prerequisite for a class, are not student-centered and organized, or are not held on the California State University, Fullerton campus.

Subclause 2. Funding requests must itemize each speaker's honoraria.

Subclause 3. Funding proposals must include the speaker's Curriculum Vita or résumé.

Subclause 4. No California State University, Fullerton student can be charged an admission fee.

Subclause 5. A verbal acknowledgment of ASI and H&SS ICC funding must be made.

Subclause 6. In order to receive funding from the H&SS ICC, speakers must submit a completed W-9 form and invoice with the same name and address.

Subclause 7. The H&SS ICC does not fund California State University, Fullerton faculty or staff.

Subclause 8. An online evaluation form must be filled out within three (3) days of the event.

Section 3. General Procedures for Line Item 8077 - Travel

Clause 1. Students may attend as active or inactive participants in conferences related to their field of study.

Subclause 1. Active Participants

Subclause 1.1. Active participants are those who present academic or creative work at, or organize conferences related to their academic or professional development.

Subclause 1.2. Students presenting research must be fully or significantly responsible for the research.

Subclause 1.3 Proposals requiring funding for active participants must include the following:

1. Executive Senate Travel Request
2. Delegate Contract Form
3. Written abstract of research, if applicable.
4. An agenda showing the name and timeslot of the presentations or acceptance verification from conference officials, if applicable.
5. Documentation from the conference outlining the student's role as an organizer.
6. Letters as outlined by Article 8, Section 1, Clause 5.
7. Proposals for airline funding must contain three (3) airline quotes from three (3) different service providers.
8. One (1) quote for the conference hotel, or three (3) quotes for the conferences not held at hotels. Accommodation requests are capped at three (3) nights.

Subclause 1.4 All original receipts must be turned in order to be reimbursed.

Subclause 1.5 All students who receive travel funding as an active participants to present at a conference enter a contractual obligation to present their research at the H&SS Week Symposium.

Subclause 1.5.1. Under extenuating circumstances this bylaw may be overridden by $(\frac{2}{3})$ vote.

Subclause 2. Inactive Participants

Subclause 2.1. Inactive participants are students who attend but do not present at or organize a conference related to their academic or professional development.

Subclause 2.2. Proposals for inactive participants must include the following:

1. Executive Senate Form
2. Delegate Contract
3. Proof of Registration
4. Letters as outlined in Article 8, Section 1, Clause 5.

Subclause 2.3. All original receipts must be turned in order to be reimbursed.

Subclause 2.4. Inactive participants may only request reimbursement for conference registration.

Clause 2. Proposals for multiple participants attending the same conference must be presented together. Each proposal shall be considered separately.

Clause 3. When submitting receipts for reimbursement, active & inactive participants must provide a written summary with a reflection of their experience at the conference.

Subclause 1. The summary will be at least one (1) page long, typed, double-space, with one-inch margins, and a font size no larger than twelve (12) points.

Section 4. Retroactive Requests

Clause 1. Organizations requesting funding for conferences during the summer or intersession may request funds retroactively.

Subclause 1. Retroactive funding proposals must be made by the third official council meeting of the semester following break.

Clause 2. Before leaving for their conferences, students need to fill out and sign travel delegate forms. Those who do not sign these forms may not propose retroactive funding requests.

Clause 3. Retroactive funding proposals should be anticipated and must follow all of the guidelines required of inactive and active participants. All itemized quotes for travel must be taken for the relevant dates of travel.

Section 5. Travel Cap

Clause 1. There is a \$750.00 line item 8077 (travel) cap per active participant, per fiscal year.

Clause 2. There is a \$500.00 line item 8077 (travel) cap per inactive participant, per fiscal year.

ARTICLE IX. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendments or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2. Approval by $\frac{2}{3}$ of the voting members present at a regular council meeting will pass this proposed amendment. The amendment is effective immediately unless otherwise stipulated in the proposal.

Clause 1. All amendments must pass with a two-thirds ($\frac{2}{3}$) vote.

Clause 2. All amendments must be presented to the ASI University Affairs Committee.

Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at California State University, Fullerton every year during registration or within 30 days after any substantive amendments.

Section 4. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.

ARTICLE X. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event that the " Humanities and Social Sciences Inter-Club Council (H&SS ICC)" should become

defunct for a period of more than 2 years, all assets will be turned over to the California State University, Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE XI. RULES OF ORDER

Section 1. The Humanities and Social Sciences Inter-Club Council (H&SS ICC) **accepts** "Robert's Rules of Order (*newly revised*)" **as its Rules of Order.**

Section 2. Any issue not directly written in this document will be resolved by referring to the **Robert's Rules of Order.**